

**TOWN OF WAKE FOREST
ADVISORY BOARD MEMBERSHIP APPLICATION**

Applicant Name: _____ Date: _____

Address: _____

Home Phone: _____ Business/Other Phone: _____

Occupation: _____

Are you a registered voter in Wake County? Yes ☐ No ☐

Length of residence (in months/years): Wake Forest _____ Wake County _____

**Please indicate your preferences by number (first choice being "1") and choose no more than three (3).
Advisory Boards or Commission**

_____ Board of Adjustment

_____ Planning Board

_____ Cemetery Advisory Board

_____ Recreation Advisory Board

_____ Greenways Advisory Board

_____ Senior Center Advisory Board

_____ Historic Preservation Commission

_____ Urban Forestry Board

_____ Human Relations Council

_____ Other (Please specify if you have served on any advisory board/commission) _____

**Ethics Guidelines for Town Advisory Boards and Commission
(Please check if you agree.)**

_____ Yes, if appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Board of Commissioners.

Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or commission.

If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area.

Any advisory board or commission member may seek counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request that the Town Attorney to respond in writing.

Prior to being appointed to an advisory board/commission, it is recommended that you attend a meeting of the advisory board/commission in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/commission. If you have attended a meeting of an advisory board/commission, please indicate the name of the advisory board and approximate date:

Please provide a brief statement outlining why you wish to serve on the Advisory Board(s) or Commission(s) you have indicated or attach a resume.

Applicant's Signature Required

Date

Please return form to: Town Clerk's Office, 401 Elm Avenue, Wake Forest, NC 27587 or FAX 919-554-6195